

<p style="text-align: center;">OPERATING RULES Clubhouse 4 Photography Studio and Dark Room</p>	
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A. General

1. Residents and guests must sign in upon arrival at the facility; please see guest policies below.
2. A volunteer supervisor must be present to use the photography studio. Residents using the photography studio must adjust their work schedule so they can finish according to the availability of volunteer supervisors.
3. Residents are eligible to use the darkroom located in the photography studio with approval of the volunteer supervisor. Nonresidents may use the photography dark room only during Emeritus class time and under their instructor’s supervision.
4. All chemicals must have a material safety data sheet supplied by the vendor and submitted to clubhouse staff before it is used at the facility.
 - a. Any type of chemical considered hazardous, may not be left in the photography studio classroom. It is the resident’s/guest’s responsibility to remove these items from the facility and properly dispose of them.
 - b. Chemical storage is not permitted. Chemicals used in the dark room must be taken home at the end of the day.
5. The photography studio classroom is a multiuse room to be scheduled for use with Recreation Department approval.
6. Work quietly in the studio. Moderate voices and sound respectfully. Silence phones; use them outside if necessary.
7. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
8. Recreation staff have the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafe manner and may request adherence to proper equipment use.
9. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.

B. Guests

1. Guests of residents are not permitted to use the Clubhouse 4 studios/workshops with the exception of the art, sewing and photography studios. “Use” implies sitting, participating in activities or occupying space within the shops. Walking through to tour the facilities is permitted.

2. Guests under 10 years of age are not permitted to use the facility. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests must sign a waiver prior to use and may not use the computers/printers. A guest may use the scanners with the resident.
3. Guests are permitted to attend Camera Club lectures.
4. Guests are not permitted to use the dark room.

C. Emeritus Students

1. Students must not enter the room without a volunteer supervisor present.
2. Serial production is not permitted (no more than three pieces of the same kind).
3. Nonresident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
4. Students may enter the studio only during the actual class times of the specific class(es) in which they are enrolled.

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.